

# Manual Price

Sometimes it is necessary to manually price an item. This document contains instructions on how to manually price an item. It does not attempt to address when it is appropriate to do so. The current policy should be followed when manually pricing items or fees in CarRes.

Not all users will be able to follow these instructions. Privilege must be granted by a system administrator to manually price booking rows and an additional privilege is required to manually price fees.

This example starts with a booking that was already created.

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 04.10 AM

Booking 1035583 Due Date OK Firm Agent AMHS ALASKA MARINE HIGHWAY, US- Clerk Prom 9

Guest ID Last Name Given Name I Tit Phone nbr Lng Cty Cur Mop Ap Fe Broch ALL\_PROD All products 219.00  
ITROSKAM Roskam Ian T E US USD CAS ✓ Prod DEFAULT Default product .00 to pay

Header Journey Ashore / Ext Namelist

Dep KTN PSG 07/02/2016 01:30 PM SAT 1(1) Prod 5  
Arr 07/02/2016 11:15 PM SAT Matanuska Prom 7

Grp Qty Ctg Qty Spec Date From - To RN RC Price / M Sts Co Ci  
P 1 ADT 1 69.00  
V 1 CAR 2 150.00

Passengers, 1 Adult Age 12 and Older Journey price 219.00

Note Ret CI Passenger list (Journey)  
Ext. Ret CI  
Int. Ret CI  
Tck. Ret CI  
Ref. Ret CI

Measurements  
Length Load W  
Width Tar W  
Height Tot W 0

Add One 1 Add All 2 Rmv One 3 Rmv All 4

Availability Price Ayl Pay Cancel Clear (F7) Check in All Board All New Save (F10) Delete Refresh Exit

To override the price of an item select the line you would like to update. Navigate to Function->Manual Price in the menu.

File Reports **Function** Information Customer Options W

Booking 1035583

Guest ID ITROSKAM

Header

Dep KTN

Arr 07/02/2016

Grp Qty Ctg

P 1 ADT

V 1 CAF

Copy Journey

Copy Booking

Move Open Journey Shift + F5

Rollback changes Shift + F7

Reinstate booking

Set Booking Country

Set Revenue Clearance

Manual Price

Create new invoice

Create Record F6

Prod 5

Prom 7

o RN RC

1

2

Manual price TEST CarRes TEST 4.3 build A (CBOFFPRICE 1.7) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST]

Booking ID	Booking name	Currency	Ctg Grp	Ctg Qty	Category ID
1035583	Roskam	USD	P	1	ADT

Use Lck Unit % ☐ ☐ ☐

	Price		Commission		VAT		Net price		Currency
	Amount	%	Amount	%	Amount	%	Amount	%	
Standard	69.00		.00	.00	.00	.00	.00	.00	USD
Customer	69.00		.00	.00	.00	.00	.00	.00	

Offer notes

Net VAT

Use % ☐

	Amount	%
Standard	.00	.00
Customer	.00	.00

Calculation

☐ Price

☐ Net price

100.00 %

Calculate

OK

Cancel

Enter the desired price for the item. **Note:** To increase the price the Lck box must be checked.

Manual price TEST CarRes TEST 4.3 build A (CBOFFPRICE 1.7) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST]

Booking ID	Booking name	Currency	Ctg Grp	Ctg Qty	Category ID
1035583	Roskam	USD	P	1	ADT

Use Lck Unit % ☐ ☒ ☐

	Price		Commission		VAT		Net price		Currency
	Amount	%	Amount	%	Amount	%	Amount	%	
Standard	1,000.00	-1,349.28	.00	.00	.00	.00	.00	.00	USD
Customer	69.00		.00	.00	.00	.00	.00	.00	
Customer	1,000.00		.00	.00	.00	.00	.00	.00	

Offer notes

Its all about the money, money, money....

Net VAT

Use % ☐

	Amount	%
Standard	.00	.00
Customer	.00	.00

Calculation

☐ Price

☐ Net price

100.00 %

Calculate

OK

Cancel

**Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM]**

Booking	1035583	Due Date		OK	Firm	Agent	AMHS
Guest ID	Last Name	Given Name	I	Tit	Phone nbr		
ITROSKAM	Roskam	Ian	T				

  

Header	Journey	Ashore / Ext	Namelist
Dep KTN PSG	07/02/2016	01.30 PM SAT	1(1)
Arr 07/02/2016	11.15 PM SAT	Matanuska	Prom 7

  

Grp	Qty	Ctg	Qty	Spec	Date	From - To	RN RC	Price / M	Sts	Co Ci
P	1	ADT					1	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
V	1	CAR					2	150.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Passengers, 1 Adult Age 12 and Older      Journey price      1,150.00

In this case the customer decided \$1000 was simply too much and wanted to send their car unaccompanied. The booking was updated to reflect these changes.



Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 05.46 AM

Booking	1035583	Due Date		OK	Firm	Agent	AMHS	ALASKA MARINE HIGHWAY, US-	Clerk		Prom		
Guest ID		Last Name		Given Name	I	Tit	Phone nbr	Lng	Cty	Cur	Mop	Ap	
ITROSKAM	Roskam	Ian	T					E	US	USD	CAS	✓	
										Broch	ALL_PROD	All products	259.00
										Prod	DEFAULT	Default product	-891.00 to pay

Header	Journey	Ashore / Ext	Namelist
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Date of Arrival	Duration	Date of Departure	Prem	Grp	Qty	Ctg	Qty	Spec	RN	RC	Price	Sts

Ashore price 99.00 More... 6 Row info Show ENF

Grp	Qty	Ctg	Qty	Spec	Date	RN	RC	Price	Sts	Internal Note
FEE	1	FCH				1		99.00		FEE: Altered journey KTN-PSG 07/02/2016

Ins Info. 7

Note		Ret Cl
Ext.		
Int.		
Tck.		

Lodging		Statistics	
ID (room)	Code	Qty	

Name list (row)	
Name	Grp
	Add One 1
	Add All 2
	Rmv One 3
	Rmv All 4

Booked journey(s)					
From	To	Departure	Arrival		
KTN	PSG	07/02/2016	01.30 F	07/02/2016	11.15 F

Availability Price Ayl Pay Cancel Clear (F7) Check in All Board All New Save (F10) Delete Refresh Exit

The original price of the ADT was \$69 so the fee should be \$5.9. To change the fee highlight the row and navigate to Function->Manual price in the menu.

File Reports **Function** Information Customer Q

Ferry Book

Booking 1035583

Guest ID ITROSKAM

Header

Date of Arrival

Copy Journey

Copy Booking

Move Open Journey Shift + F5

Rollback changes Shift + F7

Reinstate booking

Set Booking Country

Set Revenue Clearance

**Manual Price**

Create new invoice

Enter the correct price of 5.9.

Manual price TEST CarRes TEST 4.3 build A (CBOFFPRICE 1.7) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST]

Booking ID	Booking name	Currency	Ctg Grp	Ctg Qty	Category ID
1035583	Roskam	USD	FEE	1	FCH

  

Use Lck Unit  
☐ % ☐ ☐

	Price		Commission		VAT		Net price		Currency
	Amount	%	Amount	%	Amount	%	Amount	%	
	5.90	94.04	.00	.00	.00	.00			USD
Standard	99.00		.00	.00	.00	.00			.00
Customer	5.90		.00	.00	.00	.00			

  

Offer notes  
 This is what the fee should be.

Net VAT  
 Use % ☐ Amount %  
 Standard .00 .00  
 Customer .00 .00

Calculation  
☐ Price  
☐ Net price  
 %  
 Calculate

OK  
 Cancel

In this case the Lck box does not need to be checked. CarRes will always give the customer the best price unless the Lck box is checked.

Extras											
Grp	Qty	Ctg	Qty	Spec	Date	RN	RC	Price	Sts	Internal Note	▲
FEE	1	FCH				1		5.90		FEE: Altered journey KTN-PSG 07/02/2011	

To completely override a fee simply set the price to zero.